



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Juvenile Detention Manager

FLSA: E

SERVICE: Classified

REVISED: 8/29/05

Summary: Under general direction, performs administrative work of considerable difficulty overseeing the operation of a detention/corrections facility focusing on the care and welfare of juvenile detainees, and performs related duties as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Manages the department staff and operations through selecting, developing, evaluating, monitoring their activities, providing guidance and making assignments.
- Oversees the day to day operations of a detention/corrections facility.
- Supervises Correctional staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates Correctional staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to subordinate employees in the areas of performance management, problem resolution, planning, and work assignments.
- Develops, implements and enforces detention/corrections operations policies and procedures. Monitors and reviews trends in detention and corrections, and recommends operational and policy improvements. Provides technical assistance and interpretation on juvenile corrections issues, legislation, rulings, and decisions. Implements and maintains emergency procedures.
- Ensures compliance with all applicable state and federal guidelines, standards and regulations including the legal maintenance of detainee records.
- Reviews and investigates grievances and makes appropriate referrals; investigates complaints, and may conduct internal investigations; creates and reviews incident reports, documents detainee files and staff training files, recommends and monitors detainee discipline; makes recommendations of findings to appropriate County personnel.
- Maintains and monitors division budget; prepares special and recurring reports, budgets, grants, proposals and contracts, and disseminates to Department personnel and external agencies; recommends and implements changes to existing policies and procedures.
- Performs a variety of specialized functions in areas of expertise, including inventory management, training, background investigations, detainee transportation, shift scheduling, internal affairs, civil proceedings, and related functions.
- Prepares required reports and correspondence. Compiles monthly statistical reports for the Governor's Office.
- Audits juvenile records to ensure proper assessment, orientation, classification and care of detainees.
- Advises the judiciary, probation department and the Board of Supervisors regarding status or recommendations for juvenile detainees.
- Assists and interacts with County departments, outside organizations and businesses, and federal, state and local law enforcement organizations. May serve on various organizations relating to juvenile corrections.

Knowledge and Skills:

- Knowledge of state and federal laws, rules and regulations governing correctional institutions.
- Knowledge of search, transportation, detainment and restraint methods and procedures.
- Knowledge of human behavior and various social, economic and cultural backgrounds.
- Knowledge of principles and practices of supervision.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Bachelor's Degree in Criminal Justice, Business Administration, Behavior Sciences or related field; AND seven years progressively responsible experience in County corrections work; AND successfully complete a background investigation, psychological and drug test; AND meet Arizona Supreme Court COJET requirements.